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**WORK EXPERIENCE**

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| **Al Ahram Car Showroom** | **alex and Edku, Egypt** |
| *Junior Accountant* | 08, 2012 – 10,2014 |
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* In-house junior accountant role responsible for the following:
* Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
* Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required.
* Banking, processing bank deposits, including trips to the bank. All associated finance entries.
* Processing Employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning
* Abnormal expenses and entering into the finance system.
* Invoice creation and distribution when required.
* Filing and records retention.
* Assisting with monthly and year end tasks.
* Reception and administrative support.
* Assist with special projects as required.
* Bookkeeping.
* Payroll.
* Assisting with audits.
* Attending clients’ premises.
* Ad-hoc duties/projects.
* Identifying and brief management on potential and actual financial exposures, and take appropriate proactive and remedial measures.
* Logging in the computer all the information pertaining to incoming and outgoing correspondence.
* Checking all documents before it goes out of the office.
* Filing as per Index list in a proper manner.
* Ensuring the procedures of the document control.

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| **Mohamed Ibrahim Tokesham Chartered Accountants** | **Alexandria, Egypt** |
| *Trainee* | 06, 2011 – 07, 2012 |

* Dealing with client queries by phone, email and post.
* Managing own workload in order to deal with clients timely and efficiently.
* Offering accountancy and taxation advice.
* Submitting of PAYE End of Year Returns
* Completing of year-end working papers; bank and sales.
* Complying with deadlines and targets.

**EDUCATION**

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| **The University of Damanhour** | **Damanhour, Egypt** |
| *Bachelor of Commerce Accountancy (B.Com Accy)* | 09, 2007 – 07, 2011 |

**COURSES**

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| TOEFL (610) | **AMIDEAST, Alexandria, Egypt** |
| Commercial Excel | **CSI, Alexandria, Egypt** |
| Quickbooks Program | **Alexandria University, Egypt** |
| Preparation of TOEFL | **American Council, Egypt** |
| American language courses | **MODLI, Alexandria, Egypt** |

**SKILLS AND INTERESTS**

* Proficiency with Microsoft office program
* Proficiency with commercial and general applications of excel
* Effective problem solver, prioritise and manage heavy work flow without direct supervision.
* “Can do” attitude, work very cooperatively with legal and non-legal staff.
* Excellent working relationship with accountancy advising.
* Sound administrative and time management skills, with sharp attention to detail.
* Demonstrated ability to independently manage projects and deadlines.
* Languages: Bilingual: Arabic (mother tongue) and English (work proficiency).
* Sportsman: Football and volleyball.